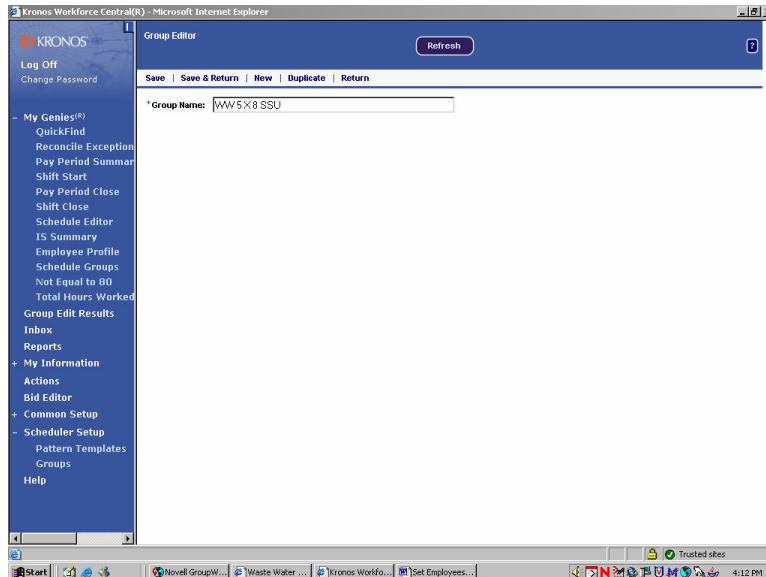


SET EMPLOYEE'S SCHEDULES

Navigational Paths

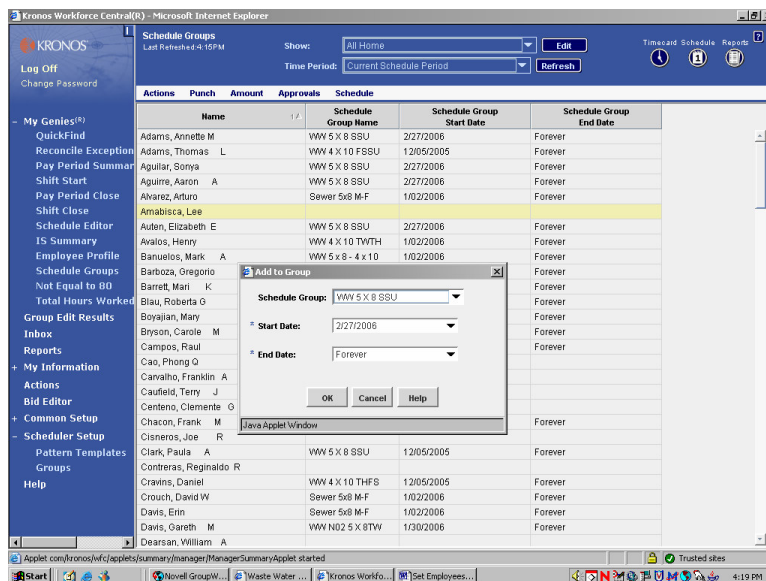
Creating Groups

- Scheduler Setup
- Groups
- New
- Create Group Name
- Save



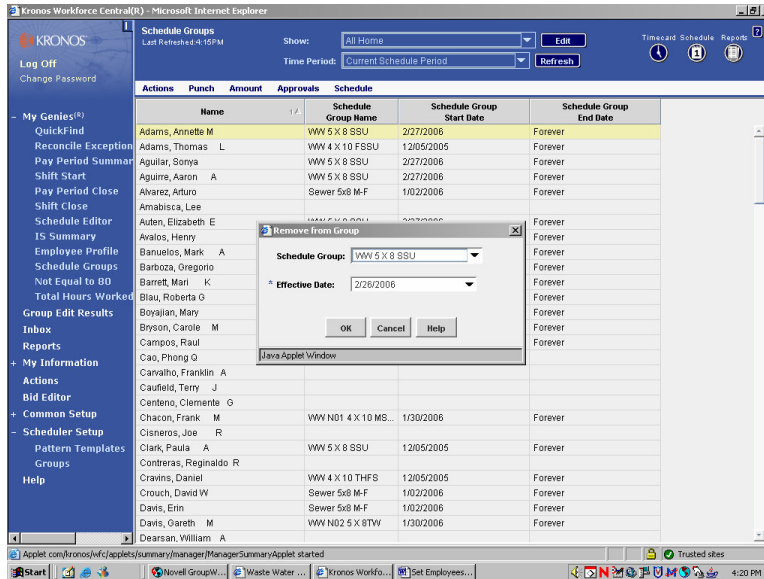
Add Employee(s) to a Group

- My Genies
- Schedule Groups
- Schedule
- Add to Group
 - Schedule Group: Group names you've created
 - Start Date: Always beginning of the payperiod
 - End Date: Forever



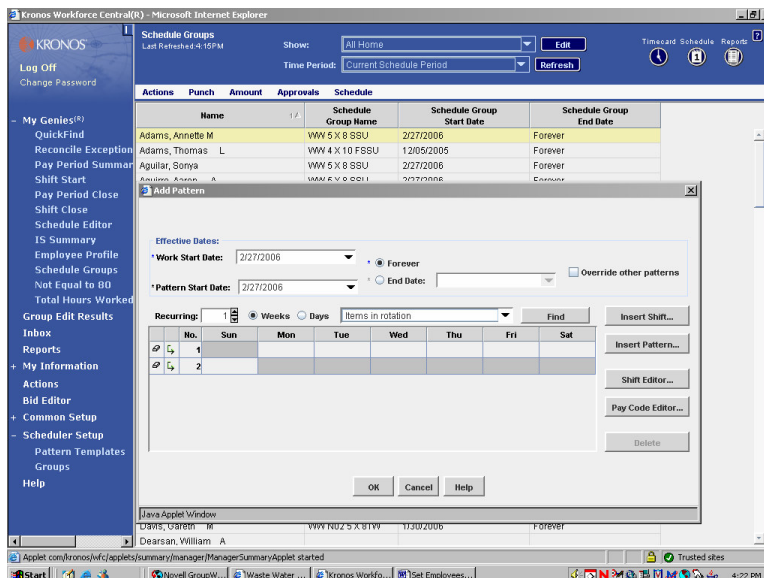
Remove Employee(s) from Group

- My Genies
- Schedule Groups
- Schedule
- Remove from Group
 - Schedule Group:
 - Effective Date: Last day of previous payperiod

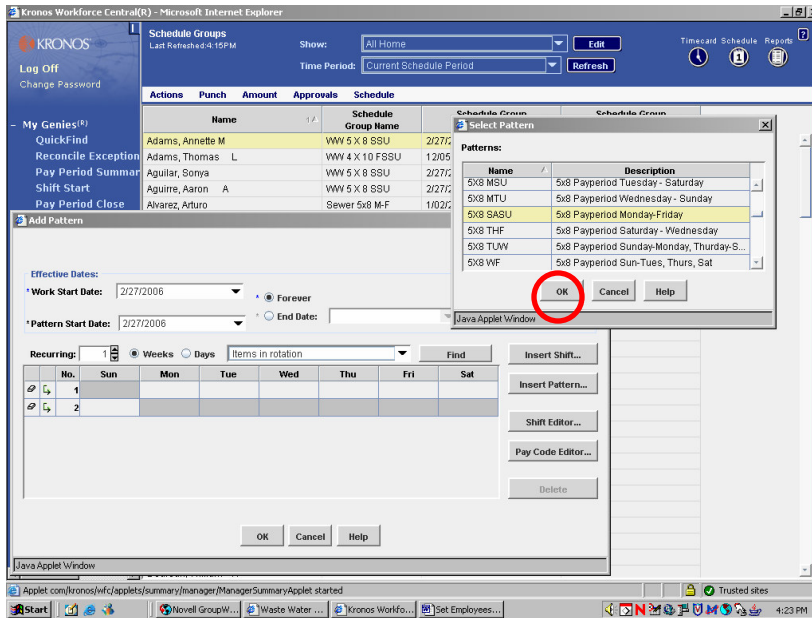


Add Pattern to Employee(s)

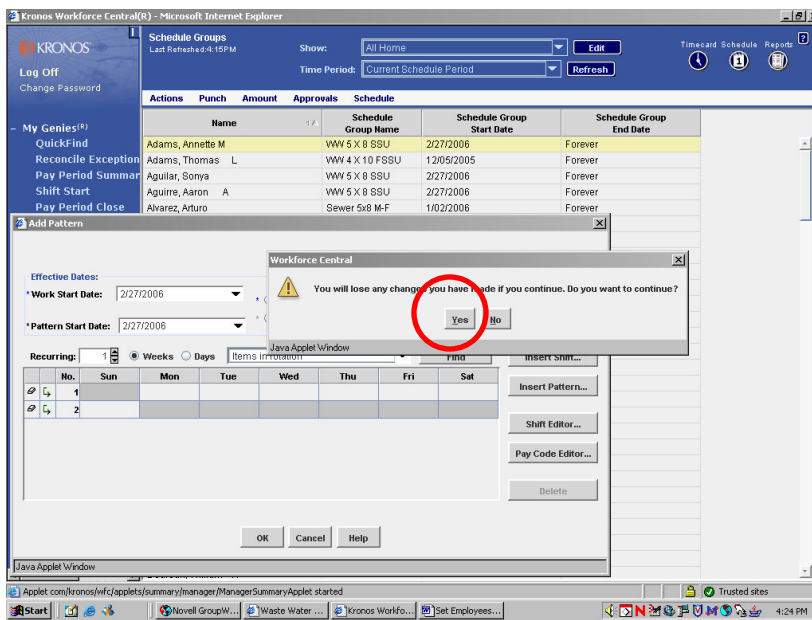
- My Genies
- Schedule Groups
- Schedule
- Add Pattern
 - Work Start Date: Beginning of Payperiod
 - Pattern Start Date: Same as Work Start Date
 - Insert Pattern:



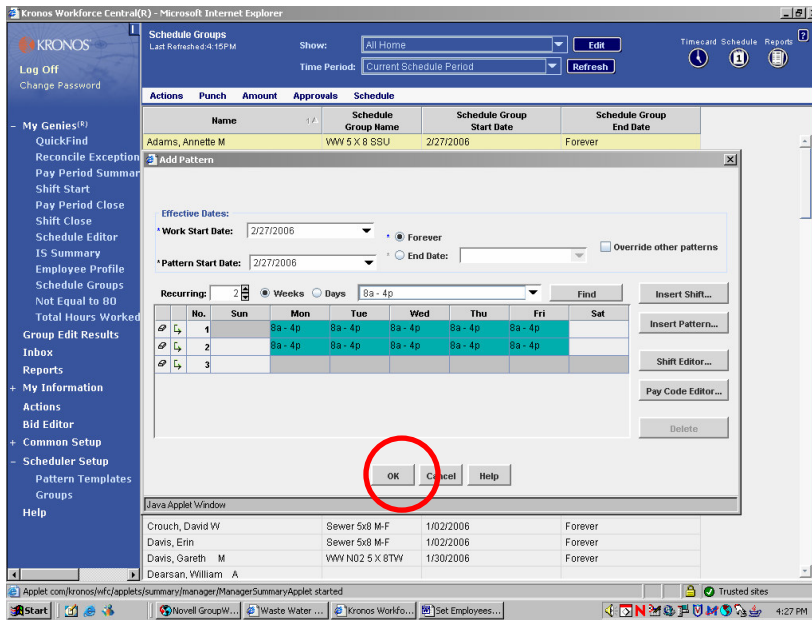
- Select Pattern
- Ok



- Yes



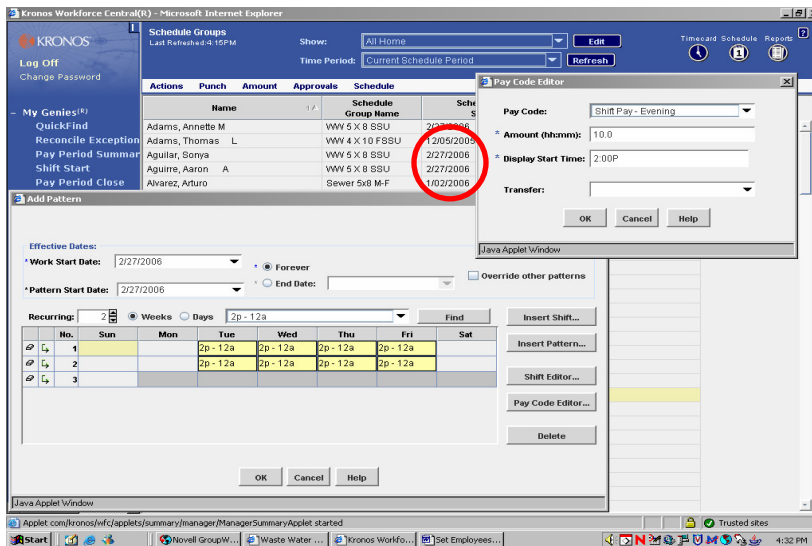
- Ok



Add a Shift to a Pattern

Same navigational path as Add Pattern to an Employee with one additional step

- Highlight Schedule
- Pay Code Editor
 - Pay Code: Shift Pay – Evening
 - Amount: 8 or 10
 - Display Start Time: Employees start time
 - Ok



Example of how it will look for employee in Schedule Editor

Kronos Workforce Central(R) - Microsoft Internet Explorer

Schedule Editor
Loaded: 4:33 PM

Show:
Time Period:

Timecard Schedule Reports

By Employee

Name	Shift	Pay Code	Accrual Amount	View
Hernandez, Ru...		160.00		

	Mon 2/27	Tue 2/28	Wed 3/01	Thu 3/02	Fri 3/03	Sat 3/04	Sun 3/05	Mon
Scheduled Hou...	160.00	0	0	10	10	10	10	0
Number of Em...	1	0	0	1	1	1	1	0

Comments

Date	Shift/Pay Code Name	Name	Comments
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Applet: com/kronos/nfc/applets/scheduler/scheduleeditor/ScheduleEditorViewApplet started

Start Novell GroupW... Waste Water ... Kronos Workfo... Set Employees... Trusted sites 4:34 PM

Example of how it will look on employee's timecard

Kronos Workforce Central(R) - Microsoft Internet Explorer

Timecard
Loaded: 4:37 PM

Name & ID:
Time Period:

Timecard Schedule Reports

Save Actions Punch Amount Comment Approvals Reports

Week starting: Mon 2/27

Pay Code	Transfer	Mon 2/27	Tue 2/28	Wed 3/01	Thu 3/02	Fri 3/03	Sat 3/04	Sun 3/05	Total
Hours Wor...	00007/Biosolids				1.0	1.0	1.0		3.0
Hours Wor...	General Admin								0.0
Hours Wor...	d Housekeeping			1.0			1.0		2.0
Hours Wor...	lant Operations				1.0	1.0			2.0
Hours Wor...	timary Operation			4.0	4.0	4.0	4.0		16.0
Hours Wor...	ondary Process			5.0	4.0	4.0	4.0		17.0
Shift Pay...				10.0	10.0	10.0	10.0		40.0
				10.0	10.0	10.0	10.0		40.0

Week starting: Mon 3/06

Pay Code	Transfer	Mon 3/06	Tue 3/07	Wed 3/08	Thu 3/09	Fri 3/10	Sat 3/11	Sun 3/12	Total
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Totals & Schedule Accruals Audits Sign-offs & Approvals

Location	Job	Pay Code	Amount
Mgmt/TrmsDP/UTM00007	Biosolids	Regular Pay	3.0
Mgmt/TrmsDP/UTM00007	Plant Ope...	Regular Pay	2.0
Mgmt/TrmsDP/UTM00007	Janitorial	Regular Pay	2.0
Mgmt/TrmsDP/UTM00007	Benefits	Shift Pay - E	80.0
Mgmt/TrmsDP/UTM00007	Secondar...	Regular Pay	17.0
Mgmt/TrmsDP/UTM00007	Primary O...	Regular Pay	16.0

Date	Start Time	End Time	Pay Code	Amount
Mon 2/27				
Tue 2/28				
Wed 3/01	2:00PM	12:00AM		
Wed 3/01			Shift Pay - E	10.0
Thu 3/02	2:00PM	12:00AM		
Thu 3/02			Shift Pay - E	10.0
Fri 3/03	2:00PM	12:00AM		
Fri 3/03			Shift Pay - E	10.0
Sat 3/04	2:00PM	12:00AM		
Sat 3/04			Shift Pay - E	10.0
Sun 3/05				
Mon 3/06				
Tue 3/07				
Wed 3/08	2:00PM	12:00AM		

Start Novell GroupW... Waste Water ... Kronos Workfo... Set Employees... Trusted sites 4:37 PM